



Position Description

Position Title:	Staff Accountant	
Department:	Accounting	
FLSA Status:	Exempt	
Reports to:	Manager of Accounting	
Supervises:	None	
Rev.date :	04/20/2020	Page 1 of 1

Position Summary

Process accounts payable transactions; enter journal entries for payroll / benefit, fixed assets, inter-company transactions, and other accounting transactions as required.

Essential Functions:

- Assist the Accounting Manager with day-to-day, month-end and year-end operations in carrying out the responsibilities of the Accounting Department.
- Process accounts payable and ensure that all invoices and payments are recorded accurately and timely into Oracle system; all transactions are processed in accordance with Accounting policies and procedures.
- Process month-end journal entries for payroll and benefit, monthly accruals, amortization, and fixed assets depreciation, and to record of adjusting and reclassification journal entries, if necessary.
- Perform account analysis and reconciliations.
- Assist in the preparation of financial reports, such as CAPEX reports, OPEX reports, and department expenditure reports.
- Coordinate audit requests and maintain supplementary schedules.

Education and experience:

A bachelor's degree in accounting or finance from a 4-year college preferred and at least 2 years of related experience in accounting or finance.

Skills and Abilities:

- Ensure compliance with applicable accounting standards (i.e. GAAP), regulations and systems of internal control. Monitor and maintain data accuracy and integrity.
- Strong organizational skills and be able to demonstrate attention to details. Ability to prioritize workload in order to meet tight deadlines in a fast-paced and dynamic work environment.
- Excellent communication and interpersonal skills. Ability to work cooperatively and collaboratively with all levels of employees, management, and external parties to maximize performance.
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives. Strong problem solving skills.
- Proficiency with Microsoft Excel and Word.
- Experience working with an ERP system preferred.
- Corporate accounting experience in a mid to large company preferred, experience with accounting in a manufacturing environment preferred.

Physical Demands:

- Frequently lifts, carries, moves and positions objects weighing up to 25 pounds unassisted, when performing essential job functions.
- Typically, bends, stoops, crouches, ascends, and descends on a regular basis, when performing essential job functions.
- Constantly observes, assesses, inspects, communicates, detects, conveys, and exchanges information, when performing essential job functions.

This job description may be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

My signature indicates that I have reviewed this Job Description. I further understand that critical features of this job are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other business reasons.

Employee Signature

Date